

## PERSONNEL BOARD

Town Hall Conference Room A  
Monday, May 13, 2013 @ 7:30 PM

Present: D. Kearns, T. Delaney, S. Crown, E. Richter  
Not in attendance: J. King and Town Administrator

Meeting Minutes: E. Richter moved to approve the minutes of the 4/22/13 Personnel Board Meeting, seconded by T. Delaney, Vote: 4-0.

Amendments: On page 2, no update was provided at the meeting on Personnel Board members participating in interview; it was deferred to the next meeting. Remove the Employee Compensation Report from the minutes as it was not discussed.

### Old Business

#### Salary Adjustment Request

Assistant Town Clerk: L. Emerson's resume was reviewed. P. Brown said L. Emerson is responsible for the list of addresses and the Annual Town Report; she works on elections as well. It was discussed that the D. Jacobs salary survey, from 2011, surveyed area towns for a number of positions. Some towns showed a range of salaries and some showed a particular salary. D. Kearns took those numbers and added a 2.5% increase for each year. He said the average salary for the Asst. Town Clerk position is approximately \$41,000. This includes factoring in Gloucester as one of the communities. \$40,660 is the Asst. Town Clerk's current salary in Rockport; \$41,217 is budgeted for FY 14. \$44,000 is the amount being requested. D. Kearns said \$41,000 is more in the average with other communities (a 1% increase). The salary would be \$42,000 for FY '14. S. Crown stated she is comfortable with something between \$42,000 and \$43,000. She continued that it would address a good employee who has been in the job for a long time – you'd expect to see them at the midpoint, she stated \$44,000 would feel high. E. Richter said it's more of a market adjustment since it's been compared to other communities.

D. Kearns moved to make the recommendation to adjust the Asst. Town Clerk's salary to \$42,000 as a market adjustment and eligible for the FY '14 adjustment effective 7/1/13, seconded by T. Delaney, Vote: 4-0.

#### Personnel Board Interview Requests

Technical Services Specialists: T. Delaney participated in this interview process. There were three finalists. T. Delaney said they were all good candidates. He thought the process worked very well. T. Delaney said that the Town Administrator has mentioned that the Asst. to the Town Administrator has taken on some of the H/R responsibilities. T. Delaney said if the town can't have a personnel director, he'd like to see someone responsible for some of the activities. S. Crown recommended if M. Vieira is going to be handling some H/R duties, perhaps he should attend the Personnel Board meetings.

Veterans' Agent: Jim King was not in attendance, defer to next meeting.

Accounting Support Specialist: S. Crown is participating; 5/22/13 closes the period to apply, 13 resumes have been received to date.

## Personnel Regulations Reorganization

Recruitment Section: Article 4 Recruitment, Hiring Procedures.

Article 8 Hiring procedures, this Section applies to 1 A, B, C, D and I

- a) Add the word "board" immediately following "bulletin". It was discussed whether there a minimum posting requirement, and is there a period of time to post internally before posting externally. Are there other locations where positions are currently advertised?
- b) Applicants may be asked to submit resume as well. What is title of the application form?
- c) No offers should be extended before references have been checked, minimum of 2 or 3 references preferred. Change "hiring authority" to "hiring manager".
- d) It was discussed what happens to the results of the physicals for final candidates. Perhaps it should be stated that prospective candidates will be offered employment contingent upon successful completion of Physical, background check, drug tests, I9, etc.
- e) It was stated that this is not being followed, is it left up to the hiring manager. All salaries must be determined based on skills, years of experience and the classification of the compensation schedules, and by the Personnel Board, is there a salary range posted?
- f) Change the term probation to evaluation period. What does the offer letter look like?
- g) It was stated that this was streamlined to notify the Town Administrator and the Town Administrator will notify the Personnel Board, the Town Treasurer, etc..

### Section 2

- a) Defer to the Town Administrator

### Section 3:

- a) Did the Town Administrator have emergency powers in the past? If so, how did she handle it?
- b) Defer to the Town Administrator. Item "hired on town payroll" in Section 1, Section 2, and Section 3, Hiring procedures for hiring employees on the town payroll put it at the top.

- c) Employees not hired on the town payroll (contractors or temporary agency) under Article 3.

Article 5 – Definitions – change probationary to evaluation.

Hours of employment will be on the agenda for the next meeting.

Next meeting agenda: Article 23 - Amendments to the Regulations – Clarification from the Town Administrator. Article 5 - Definitions, Article 7 -Hours of Employment, Appendix A - Non-discrimination and Harassment.

Drug testing for subsequent meeting

Article 3 on page 4, exempt E, F, G and H (add E)

#### New Business

##### Other Business

P. Brown stated that the compensation schedule should be revised to adjust FY '14 to reflect what Town Meeting approved for the Town Clerk's salary on 4/6/13, effective 7/1/13 at \$60,000.

9:25 pm E. Richter moved to adjourn, T. Delaney seconded, Vote: 4-0.

Next Meeting: Monday, June 10, 2013, 7:30 pm, Conference Room A, Town Hall